

# DCB WEB PAGE TEAM

## Working Paper #4

by Marty Waszak

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### ***Core Team***

Tracy Jones

Dana McMinn

Marty Waszak

### ***Support Team***

Scott Dorsey

Bruce Jackson

## CHARTER

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### **Draft Charter (proposed by J. Batterson - Sponsor)**

Develop an approach and implementation plan for completing and maintaining the DCB Web Home Page that addresses CSF's in the SQF.

Estimated time frame and commitment: start immediately with delivery in 2 weeks. (50% commitment)

### **Charter Requirements**

The fundamental elements of a team charter should include -

- 1) objective
- 2) timetable
- 3) approach
- 4) budget
- 5) exit criteria

The draft charter provides a rudimentary objective and timetable. However, additional clarification is needed regarding the objective and timetable and needs the addition of the other elements.

It is incumbent on the team to accept the draft charter as a starting point and suggest an alternative which meets the team's expectations and reflects its understanding of the draft charter.

### **Action Item #1**

Discuss proposed charter and formulate proposal for next iteration.

## **PRTOPOSED CHARTER ITEMS**

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Below are my perspectives on the charter elements for the Web Page Team. These are intended to be a starting point for team dialog. The goal of the Feb 3 meeting should be to finalize our proposed charter for Jim's approval and assign tasks to begin addressing the charter (effectively acting as if the charter is approved).

### **Objective**

There are two major objectives. First, determine what the DCB Web Site should do -- that is, what should it do and how it should function. Second, develop a strategy and plan for converting the existing site into a fully functional and maintainable entity.

Achieving the first objective requires understanding the needs of DCB vis a vis the LaRC Strategic and Quality Framework and understanding the capabilities (both now and into the future) of web-based technologies.

Achieving the second objective requires understanding the level of effort required to put the desired capabilities in place and the resources available to do so (both human resources and funds).

### **Timetable**

Both objectives should be completed in a timely manner so that the work of upgrading the web site can begin as soon as possible and so that the resources required to do the job can be considered in DCB's resource allocation planning. Some estimate of a date is needed.

Jim has estimated that the team should be involved at a fairly high level -- perhaps as much as 50% of their time during the main effort. The tasks may also involve some lower level of effort follow-on work.

My gut feeling is that we should plan approximately 4 weeks at 50% effort to complete the bulk of the work.

It needs to be determined whether or not the completion date is firm or simply a target. This could significantly influence the quality of the final product. It would probably be best if a firm date was set for an interim report at which time a firm date will be set for either another interim report or the final completion date. In this way creative tension is produced by the pressure for continuous progress toward a series of clear objectives. These interim reports might be aligned with bulleted steps in the Approach section below.

### **Approach**

In order to accomplish the first objective requires two key functions -

- Deciding what we want the Web Site to do.
- Determining what technologies are available to do it.

In order to accomplish the second objective requires three additional functions -

- Determining the specific products required (desired) to assemble the web site.
- Determining the cost and availability of the products.
- Determining the available resources -- monetary, human, and computational.

The action plan of the team should be structured to systematically address these objectives in a consensus based manner. I propose we use team meetings for discussion to establish a shared understanding of what can be accomplished and what should be accomplished. We should then determine specific action items and a responsible party who will then (more or less independently) complete the action items and return the resulting data to the team for consideration. The team will then reconvene to discuss the options and arrive at a consensus regarding the course of action.

I propose that the meetings be held only as necessary but that a standing meeting be scheduled on a twice weekly basis to provide a mechanism to minimize conflicts and assure maximum participation of the entire team.

I also propose that each meeting be held in a business-like manner to make the most effective use of our meeting time. This entails having an agenda (arrived at in advance of the meeting) and following it with changes made by a commonly agreed to way (e.g., consensus, majority vote, unanimity). Control of the meeting will be maintained by a leader/timekeeper chosen by the team. The leader's role is to see to it that the team follows the agenda and notes deviations and time limits. The team can then decide how to proceed.

Each meeting will have a scribe to record significant issues, comments, and decisions. These notes will not necessarily be minutes per se but that is an option. The main purpose is to track key issues and to provide a record for future reference. Minutes may be desired if one or more of the team is unable to be present.

The meeting will be held for the benefit of the core team in support of achieving the desired objectives. Others present at the meetings will be asked to participate only when the core team allows it.

## **Budget**

Currently there has been no budget identified. It is possible that some funds will be required to purchase software and/or hardware to evaluate technologies and product options. A mechanism is needed to address this possibility. Since Bruce has access to a credit card and is a member of the team, I propose that he be given authority to make purchasing decisions with approval required by the sponsor (Jim) for amounts over some agreed upon limit.

It is also important to have an estimate of the resources (both human and monetary) available to update and maintain the Web Site.

## **Exit Criteria**

The exit criteria should be the delivery of a recommendation for the architecture, operation, and maintenance for a DCB web site that meets the terms of the charter. This could entail a written report, an oral report, or both to the sponsor, the DCB staff, or both. It may also include recommendations for actions beyond those identified in the charter.